

Name _____
Curriculum _____
Advisor _____
Office Location _____
Phone _____
E-Mail Address _____

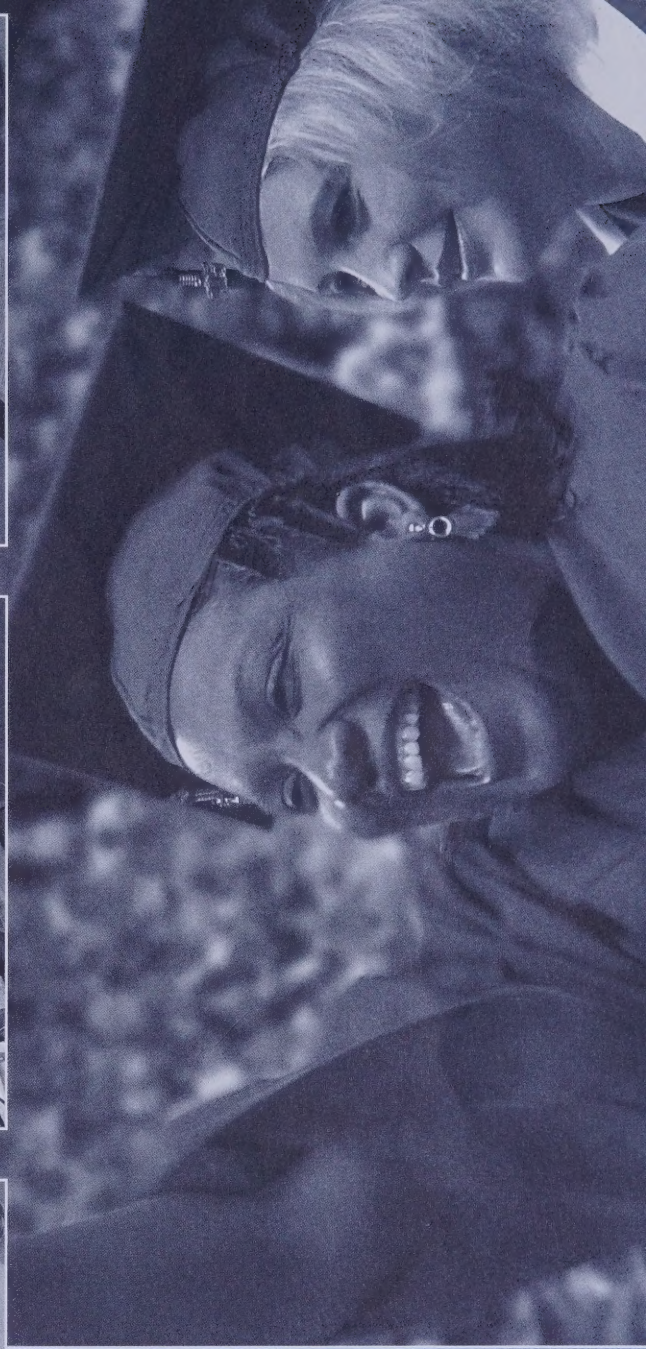
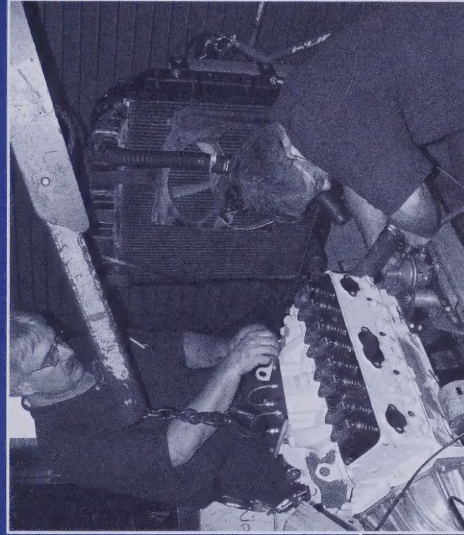
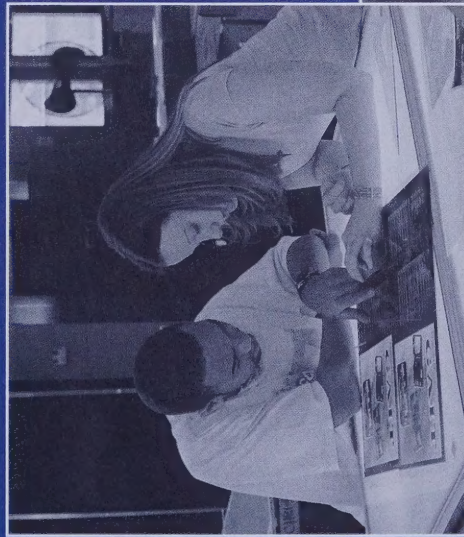


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All information in this publication is subject to change without notice.

www.forsythtech.edu

Substantial effort has been made to ensure the maximum accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.

Mission

Forsyth Technical Community College is a comprehensive community college providing technical, transfer, adult basic education, corporate and continuing education programs, and support services that are innovative, flexible and responsive to student and community needs. The college offers lifelong learning opportunities and support for diverse learners through both traditional and alternative delivery systems. The college also supports economic growth and opportunity through work force development and community development through partnerships with public and private sectors. Graduates of Forsyth Tech are technically skilled, regionally and globally oriented, and prepared for lifelong learning and full civic participation.

Statement of Values

The community of students, faculty and staff of Forsyth Technical Community College is committed to these values:

- We value our students, hold high expectations of them and are ceaselessly committed to helping them meet their goals.
- We are a learner-centered college providing a variety of quality learning opportunities tailored to student and community needs.
- We recognize the impact of ongoing technological change on the educational process and on the lives of our students and embrace this change in our college community.
- We are committed to building the community we serve to make it a better place to live.
- We value a work environment characterized by mutual respect and demand of ourselves the highest competence, trust and integrity.

Equal Opportunity Policy

Forsyth Technical Community College is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or political affiliation with regard to its students, employees or applicants for admission or employment.

The Student Government Council welcomes you to Forsyth Technical Community College.

We also invite you to membership in the Student Government Council (SGC). All curriculum students pay a \$9 student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA).

For more information concerning the SGC, see pages 25, 27, 29 and 31 and the back cover.

Did you know that your **Student Activity Fees** pay for all this?

Graduation Expenses are Partially Covered

- It costs more than \$25 per student to hold a graduation ceremony. Currently, students pay only a graduation fee of \$10 for each diploma received.

Student Activities and Entertainment

- Fall Festival
 - Spring Fling
 - Summer Splash
 - Martin Luther King Jr. Celebration
 - Refreshments during Registration
 - Angel Tree
 - YMCA Passes (Grady P. Swisher, Mazie S. Woodruff and Stokes County Centers)
 - Open House
 - Blood Drive
- ### Student Publications
- Student Handbook
 - Technically Speaking (student newspaper)

Student Government Association Expenses

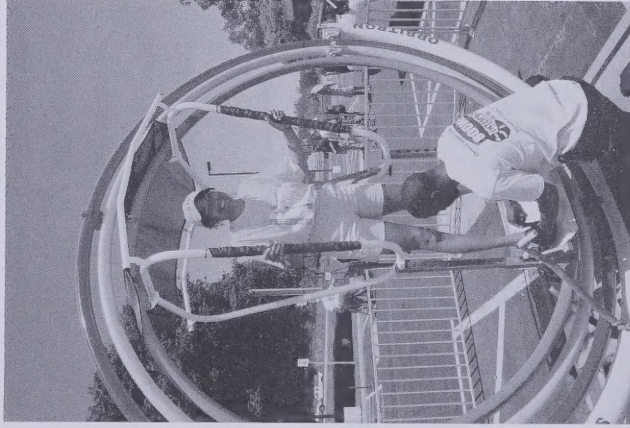
- Student Activities Director's Salary
- Student Activities Secretary's Salary
- Supplies and Materials for the Student Activities Center
- All SGA Printing Expenses

Student Government Council Conferences

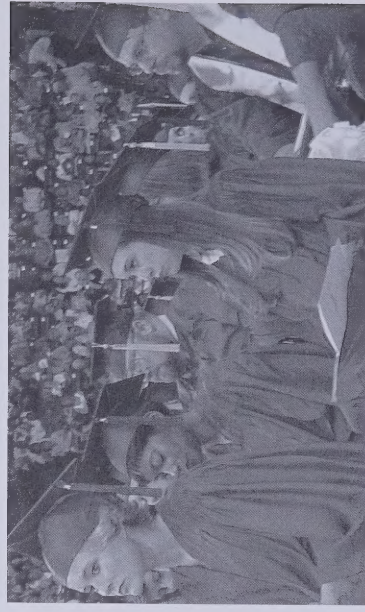
- Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

Student Recreation

- Golf Tournaments
- Bowling Leagues
- Ice Skating
- Intramurals



Spring Fling



Commencement

Point Me in the Right Direction

Outside callers: Dial 734 plus the extension number. Local area code is 336.

Academic Questions

Where do I go if I:

| Who to See | Where to Go | Phone |
|--|---|--|
| • need to determine my academic standing? | Academic Advisor or Counseling and Career Services | Alman Center, Room 164, Main Campus7226 |
| • want to audit a course? | Academic Advisor or Records Office | Alman Center, Room 106, Main Campus7472 |
| • can't start a course as assigned? | Course Instructor | |
| • want to take a continuing education course? | Customer Service Center | South Lobby, West Campus761-1002 |
| • want to change curriculums? | Admissions Office | Alman Center, Room 123, Main Campus7253 |
| • have a concern about a course grade? | Academic Dean | |
| • need my grade point refigured? | Academic Advisor | |
| • need to determine if I meet graduation requirements? | or Counseling and Career Services Academic Advisor | Alman Center, Room 164, Main Campus7226 |
| • need an intent to graduate form? | Records Office | Alman Center, Room 106, Main Campus7314 |
| • am having problems with my classes? | or Cashier's Office | Alman Center, Room 106, Main Campus7472 |
| • have questions about academic probation? | Counseling and Career Services Academic Advisor | Alman Center, 2 nd Floor, Main Campus7210 |
| • want to take a proficiency test? | or Counseling and Career Services Academic Advisor | Alman Center, Room 164, Main Campus7226 |
| • need a transcript of my grades? | Records Office | Alman Center, Room 106, Main Campus7472 |
| • need tutoring or need to make-up a test? | Learning Center | Ardmore Hall, Room 143, Main Campus7480 |
| • want to withdraw from a course or from school? | Counseling and Career Services or Records Office | Alman Center, Room 164, Main Campus7226 |

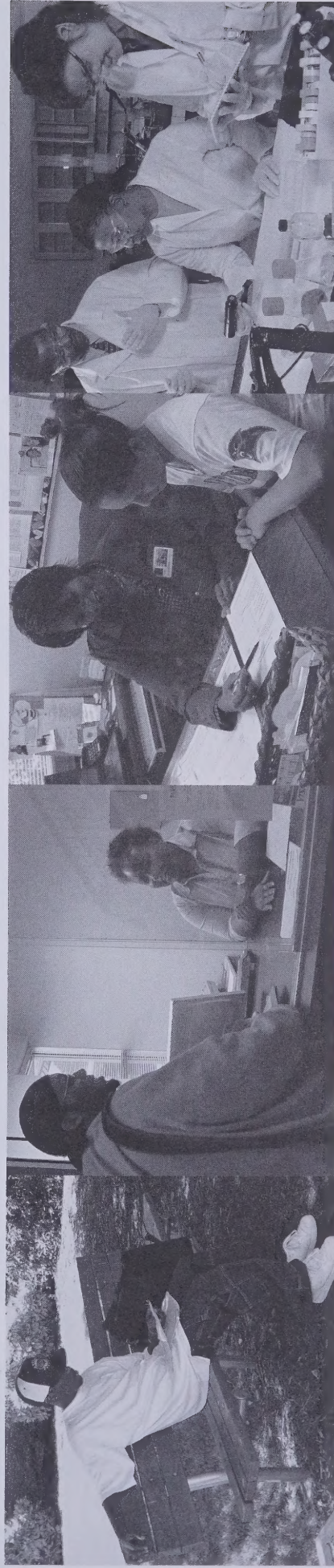
Financial Questions

Where do I go if I:

| Who to See | Where to Go | Phone |
|---|----------------------------|--|
| • need financial aid? | Student Financial Services | Alman Center, Room 148, Main Campus7235 |
| • need financial assistance for child care? | Student Financial Services | Alman Center, Room 148, Main Campus7235 |
| • want to apply for a scholarship? | Student Financial Service | Alman Center, Room 148, Main Campus7235 |
| • want to apply for a tuition refund? | Records Office | Alman Center, Room 106, Main Campus7472 |
| • need help in getting my veteran's benefits? | Student Financial Services | Alman Center, Room 148, Main Campus7235 |
| • have questions about my tuition refund? | Cashier's Office | Alman Center, 2 nd Floor, Main Campus7590 |

Where do I go if I:

| | | | |
|---|--|--|----------------------|
| • want to get involved in campus activities or run for an SGA office? | Student Activities Center | Technology and Student Services Building, Room 124, Main Campus | 7326 |
| • have a question about campus security? | Public Safety | Carolina Annex, Main Campus | 7243 |
| • need to report a change of name or address? | Records Office | Allman Center, Room 106, Main Campus | 7472 |
| • need help in choosing a career? | Counseling and Career Services | Allman Center, Room 164, Main Campus | 7226 |
| • need tips on interviewing, finding a job and preparing a resume? | Counseling and Career Services | Allman Center, Room 164, Main Campus | 7206 |
| • locked my keys in my car? | Public Safety | Carolina Annex, Main Campus | 7243 |
| • need special help due to a disability? | Disability Services Office | Allman Center, Room 113, Main Campus | 7155 |
| • need information about housing? | Counseling and Career Services | Allman Center, Room 164, Main Campus | 7226 |
| • need first aid? | Public Safety | Carolina Annex, Main Campus | 7243 |
| • want to see job listings? | Counseling and Career Services | Allman Center, Room 164, Main Campus | 7206 |
| • lost or found something on campus? | Information Desk | Allman Center, 1 st Floor, Main Campus | 7448 |
| | Public Safety | Carolina Annex, Main Campus | 7243 |
| | Customer Service Center | South Lobby, West Campus | 761-1002 |
| • need definition of college terminology? | See College Catalog or Academic Advisor | | |
| • want to appeal a Forsyth Tech parking ticket? | Public Safety | Carolina Annex, Main Campus | 7243 |
| • want to pay a Forsyth Tech parking ticket? | Cashier's Office | Allman Center, 2 nd Floor, Main Campus | 7210 |
| • need help with a personal problem? | Counseling and Career Services | Allman Center, Room 164, Main Campus | 7226 |
| • want to appeal my residency status? | Registrar's Office | Allman Center, Room 106, Main Campus | 7472 |
| • need help from an outside agency? | Shugart Women's Center at Forsyth Tech or Counseling and Career Services or James A. Rousseau II Minority Male Mentoring Program | Hauser Hall, Room 206, Main Campus Allman Center, Room 164, Main Campus Allman Center, Room 123, Main Campus | 7280 7226 7260 |



Campus Phone Extensions

Faculty/Staff Directory: www.forsythtech.edu

Area code: 336 • Direct dial prefixes: 734 if the extension begins with 7 or 757 if the extension begins with 3 • Main number (operator): 723-0371.

| Ext. | Name | Office | Ext. | Name | Office | Ext. | Name | Office | Ext. | Name | Office |
|------|--------------------|-----------|------|---------------------|---------------|------|--------------------|-----------|------|----------------------|------------|
| 7736 | Adams, Debra | 115 WC | 7911 | Chandler, Page | 230-D GSC | 7454 | Fortuna, Jim | 566 TEC | 3214 | Howell, Becky | 345 ALL |
| 3217 | Adams, Kim | 280 BGH | 7280 | Chandler, Terri | 206 HAU | 7250 | Frazier, Vickie | 106 ALL | 3206 | Howell, Tonya | 319 BGH |
| 7735 | Anderson, Sharon | 57 WC | 7246 | Chase, Greg | 207 ALL | 7176 | Freeman, Carol | 135 ARD | 7740 | Huggins, Janice | 115 WC |
| 7591 | Arai, Hidemi | 6134 SNY | 7297 | Cherry, Jewel | 223 ARD | 7155 | Freeman, Gail | 113 ALL | 7758 | Hunt, Barbara | 6 WC |
| 7447 | Arehart, Jerry | 211 BGH | 7365 | Chunn, Roslyn | 244 HAU | 7418 | Freeman, Linda | 202 BGH | 7386 | Hunt, Lisa | 184 HAU |
| 7365 | Baggett, Tracy | 148 ARD | 7457 | Churchill, Jim | 547 TEC | 7914 | Ganzert, Bart | 231-C GSC | 7241 | Hustad, Peggy | 156 ALL |
| 7908 | Baity, Kristie | 127 GSC | 7167 | Ciburn, Chris | 258-B HAU | 7198 | Geyer, Laura | 6101 SNY | 7769 | Hutchins, Wesley | 62 WC |
| 7420 | Baker, Susan | 258 BGH | 7571 | Cline, Brenda | 226 HAU | 7184 | Gibson, Chris | W209 BGH | 7712 | Ingle, Judy | 4-E WC |
| 7265 | Baldwin, Beverly | 204 WIN | 7402 | Cline, Jane | 224-A HAU | 7453 | Ginn, Judith | 528 TEC | 7314 | Jackson, Joyce | 106 ALL |
| 7518 | Banjoko, Tony | 159 ALL | SCW | Cobb, Bill | 817-5069 | 7763 | Glenn, Pam | 6 WC | 7209 | Jarvis, Ken | 255 ALL |
| 7491 | Barker, Jaime | MAINT | 7411 | Coe, Kathy | 216 BGH | 7307 | Glontz, Michael | 448-C ALL | 7360 | Jeske, Mary | 203 ALL |
| 7424 | Barnes, Kathleen | 513 TEC | 7205 | Cofer, Mona | 540 TEC | 7322 | Gordon, John | MAINT | 7319 | Johnson, Gene | 115 HAU |
| 7157 | Barnhardt, Wendy | 224 BGH | 7598 | Collins, Diane | 260 ALL | 7408 | Gordon, Merrill | 406 TEC | 7449 | Johnson, Rodney | 404 ALL |
| 7206 | Barringer, Barbara | 158 ALL | 7389 | Conley, Kevin | 252 ARD | 7218 | Gordon, Tom | 133 ARD | 7951 | Johnson, Triquanna | 101 MWC |
| 7491 | Barringer, David | MAINT | 7483 | Cook, Marie | 111 ALL | 7543 | Gore, Dudley | 105 TEC | 7507 | Johnson, Trudee | 563 TEC |
| 7410 | Bates, Robin | 515 TEC | 7285 | Cornelson, Dwight | 126 CAR | 7452 | Gough, Nathanael | 533 TEC | 7501 | Jones, Jerry | 400 TEC |
| 7745 | Bayse, Audrey | 115 WC | 7520 | Covitz, Shari | 420 ALL | 7228 | Grady, Stan | 401 TEC | 7299 | Juren, Rachel | CAR ANX |
| 7494 | Beard, Alan | 303 TEC | 7778 | Craft, Tara | 134 WC | 7282 | Green, Brenda | 106-A ALL | 7294 | Justice, Eddie | CAR ANX |
| 7273 | Beasley, Leigh | 115 ALL | 7413 | Cranford, Vickie | 107 BGH | 7201 | Green, Gary | 445 ALL | 7547 | Keams, Gerry | 402 TEC |
| 7213 | Beaton, Martha | 223 ALL | 3215 | Crater, Brenda | 259 BGH | 7536 | Gregory, Sherry | 6010 SNY | 7902 | Kee, Mary Beth | 101 GSC |
| 7425 | Beery, Toni | 305 TEC | 7303 | Cremedy, Tina | HK | 7270 | Gregory, Steve | 400 TEC | 7390 | Keener, Susan | 561 TEC |
| 7924 | Beinke, Jeff | 230-F GSC | 7648 | Crooks, Carol | 560 TEC | 7771 | Griffin, Michelle | 107 WC | 7450 | Keith, Rebecca | 224 ALL |
| 7729 | Bennett, Carolyne | 104 WC | 7630 | Crouse, Emily | 536 TEC | 7281 | Grose, Odell | 138 CAR | PTIR | Kelly, Laura | 748-4672 |
| 7715 | Berra, Ron | 104 WC | 7509 | Cutler, Daisy | 128 TEC | 7421 | Guess, Barbara | 564 TEC | 7723 | Kimrey, Rick | 105 WC |
| 7274 | Bishop, Todd | 138 PKY | 7256 | Dalton, Sandra | 123 ALL | 7918 | Gussman, Lynn | 230-C GSC | SCy | Kindley, Paul | 593-2484 |
| 7423 | Black, Ann | 256 BGH | 7927 | Davis, Bob | 231-A GSC | 7459 | Hage, Elaine | 565 TEC | 7313 | Kiser, Leonard | 211-C WIN |
| 7742 | Blanco, Flo | 115 WC | 7340 | Davis, Dwaine | 523 TEC | 7303 | Hairston, Clarence | HK | 7917 | Kiser, Leonard | 118-A2 GSC |
| 7220 | Bodsford, Brenda | 448 ALL | 7419 | Davis, Polly | 203 BGH | 7396 | Haith, Sylvia | 511 TEC | 7508 | Labosky, Ted | 124 ARD |
| 7511 | Boger, Dale | 6135 SNY | 7303 | Davis, Rick | 204 MAINT | 7364 | Hale, Gavin | 216 ALL | 7397 | Lane, Jeremy | 6137 SNY |
| 7583 | Bohannon, Pamela | 224 ALL | 7963 | Dawalbhakta, Alpha | 230-A MWC | 7705 | Hall, Bob | 133 WC | 7374 | Lanning, Christie | 409 ALL |
| 7521 | Bolin, Sally | 418 ALL | 7283 | Day, Garry | 209-A WIN | 7732 | Hamby, Yvonne | 125 WC | 7582 | Latham, Linda | 220 BGH |
| 7225 | Bowen, Karen | 184 HAU | 7491 | Day, Randy | MAINT | 7302 | Hamilton, Katrina | 204 ALL | 7614 | Latimer, Kate | W210 BGH |
| 7200 | Bowen, Sherri | 429 ALL | 7300 | Delp, Joanne | 6008 SNY | 7707 | Hamilton, Laura | 107 WC | 7461 | Lawing, Barry | 519 TEC |
| 7968 | Bratton, LeKisha | 230-E MWC | 7170 | Desmarais, Rachel | 407 TEC | SCy | Handy, Kay | 593-2482 | 7403 | Lee, Paige | 147 ALL |
| 7344 | Brewer, Kitty | 405 ALL | 7380 | DeVane, Gloria | 562 TEC | 7713 | Hanna, Cindi | 4 WC | 7593 | Lekwauwa, Aju | 325 TEC |
| 7219 | Briggs, Gay | 104 ARD | 7505 | DeWitt, Linda | 224-B HAU | 7187 | Harkness, Don | W205 BGH | 7287 | Leonard, Tommy | 226 MAINT |
| 7378 | Briggs, John | 235 ARD | 7708 | Dickens, Carolyn | 132 WC | 7166 | Harmel, Bonita | 206 BGH | 7485 | Lester, Joy | 514 TEC |
| 7519 | Brimmer, Tanya | 210 ALL | 7480 | Dillard, Rose | 100 ARD | 7764 | Harris, Michael | 4-A WC | 7249 | Lindsay, Vickie | 122 ALL |
| 7290 | Brincefield, Chris | 104 TEC | 7258 | Dineen, Jarrette | 117 ALL | 7972 | Harvey, Robin | 127 MWC | 7760 | Lineberry, Forest | 4 WC |
| 7541 | Britt, Vivian | 281 BGH | 7171 | Dorsett, Sam | 224-D HAU | 7559 | Hauser, Debora | 259 ALL | 7145 | Lineberry, Kevin | 144 ALL |
| 7283 | Britton, Terry | 209 WIN | 7305 | Dozier, Nedra | 448 ALL | 7491 | Hawks, Garrison | MAINT | 7179 | Long, Molly | 212 BGH |
| 3218 | Brooks, Worth | 319 BGH | 7362 | Durham, Laura | 210 ARD | 7953 | Hayes, Verdel | 103 MWC | 7436 | Lowery, Luther | 249 BGH |
| 7217 | Brooks, Yvonne | 167 ARD | 7975 | Durrer, Susan | 202-B MWC | 7329 | Hedrick, Annette | 184 HAU | 7976 | Lucas, Irvin | 202-A MWC |
| 7173 | Brown, Douglas | 258-A HAU | 7384 | Dyson, Jodi | 146 ALL | 7204 | Hence, Arnold | 427 ALL | 7263 | Maldonado Rivera, G. | 118 ALL |
| 7231 | Brown, Ike | CAR | 7382 | Earl, Renarde | CAR ANX | 7303 | Herron, Charyl | HK | 7503 | Manire, Tracey | 414 TEC |
| 7322 | Brown, Marshall | MAINT | 7528 | Eddy, Roger | 308 HAU | 7191 | Hicks, Brian | 106 TEC | 7278 | Marion, Marty | 6213 SNY |
| 7293 | Bryan, Billy | 218 ALL | 7240 | Edelman, Diane | 162 ALL | 7215 | Hicks, Ann | 219 ALL | 7757 | Marion, Sue | 127 WC |
| 7618 | Bryant, Angela | 418 ALL | 7244 | Edwards, Mike | CAR ANX | 7268 | Higgins, Roger | 206 MAINT | 7332 | Marotz, Bill | 331 HAU |
| 7761 | Buljina, Aida | 6 WC | 7303 | Eldridge, Brenda | HK | 7172 | Hill, Beth (Reid) | 215 ARD | 7347 | Marotz, Gae | 107 TEC |
| 7311 | Burger, Bill | 243 ARD | 7322 | Ellender Mike | MAINT | 7320 | Hill, Norman | 6136 SNY | 7235 | Martin, Bridgette | 148 ALL |
| 7342 | Burns, Herb | 6227 SNY | 7540 | Emerson, Wendy | 217 ALL | 7435 | Hilton, Yolanda | 230 BGH | 7439 | Martin, June | 207 BGH |
| 7216 | Candelaria, Randy | 165 ARD | 7555 | Essick, Phillip | 410 ALL | 7272 | Hodges, Ricky | 140 ALL | 7600 | Martin, Sheila | 217 MAINT |
| 7303 | Cannon, Ethel | HK | 7699 | Evans, Tanya | 429 ALL | 7276 | Hodges, Warren | 232 ARD | 3207 | Mathews, Steven | 303-E SAL |
| 7175 | Carapelle, Beverly | 512 TEC | 7349 | Everhart, Ralph | 314 HAU | 7300 | Holcomb, Carolyn | 6008 SNY | 7277 | Mathis, Debbie | 211 WIN |
| 7430 | Cassell, John | 255 BGH | 7189 | Feathers-Magee, M. | 106-A BGH | 7385 | Holder, Marilyn | 112 ALL | 7400 | Matthews, Tony | 300-A SAL |
| 7324 | Caudill, Deborah | 133 ALL | 7401 | Fitzgerald, Abigail | 221 ARD | 7238 | Holloway, Tammy | 145 ALL | 7490 | Mayberry, Shawn | 211 ALL |
| 7354 | Chandler, Joe | 236 HAU | 7338 | Fleming, Reggie | Cafeteria HAU | 3216 | Houenou, Francoise | 220 BGH | 7357 | McClive, Patty | 448 ALL |

| Ext. | Name | Office | Ext. | Name | Office | Ext. | Name | Office | Ext. | Name | Office |
|------|----------------------|-----------|------|----------------------|------------|------|----------------------|------------|---------------------------|--|----------------|
| 7212 | McClung, Phil | 209 ALL | 7174 | Richardson, Maryanna | 516 TEC | 7753 | Tennis, Heidi | 38-A WC | CAREER SERVICES | | |
| 7232 | McCulloch, Susan | 448-A ALL | 7404 | Richardson, Roger | 204-C WIN | 3702 | Theodor, Julie | 109 WC | 7518 | Employment Security Rep | 166 ALL |
| 7912 | McGuire, George | 205 GSC | 7958 | Ricks, Shawn | 118-B1 MWC | 7429 | Thomas, Marie | 232 BGH | MIDDLE COLLEGE | | |
| 7923 | McIntosh, Joe | 127 GSC | 7251 | Rinehardt, Sybil | 537 TEC | 7366 | Todd, Martha | 144 ALL | 7221 | Albert, Sandy | 6144 SNY |
| 7242 | McLean, Sherraine | 206 HAU | 7334 | Robertson, Randy | 402 ALL | 7484 | Tuttle, Jackie | 527 TEC | 7163 | Gordon, Frank | 6138 SNY |
| 7260 | McLendon, George | 114 ALL | 7754 | Robinson, Sarah | WC | 7358 | Tuttle, Jeff | 258-C HAU | 7445 | Johnson, George | 6146 SNY |
| 7303 | McMoore, Barbara | HK | 7303 | Rockson, Annette | HK | 7482 | Tyson, Tommy | 505 TEC | 7221 | Leonard, Sharon | 6136 SNY |
| 7346 | Merritt, Joani | 238 ARD | 7266 | Roscoe, Traci | 100 BGH | 7759 | Valenti, Ronnie | 6 WC | 7221 | McCarson, Bonnie | 6142 SNY |
| 7361 | Messer, Edra | 260 BGH | 7333 | Roth, Tom | 346 HAU | 7776 | Vargas, Nancy | 61 WC | 7221 | McCorkle, James | 6135 SNY |
| 7619 | Miller, Nancy | 152 HAU | 7165 | Rudolph, Alice | 520 TEC | 7373 | Vernon, Carole | 205 ALL | 7221 | Roach, Lynn | 6137 SNY |
| 7603 | Mitchell, Dawn | 215-A BGH | 7223 | Rushing, Julie | 105 BGH | 7479 | Vidal, Pamela | 164 ALL | 7437 | Smith, Susan | Lobby, SNY |
| 7376 | Mitchell, George | 208-A HAU | 7405 | Rutledge, Traci | 342 ALL | 7326 | Waddell, Eddie | 127 TEC | 7221 | Stanley, Charlotte | 6134 SNY |
| 7331 | Mitchell, Patrice | 119 ALL | 7491 | Saddler, Greg | MAINT | 7610 | Walker, Mark | 303 SAL | SCHOOL-TO-CAREER SERVICES | | |
| 7426 | Mobley, Pat | 205 BGH | 7443 | Salandy, Andy | 534 TEC | 7192 | Waller-Wood, Sandra | 143 ALL | 7261 | Sherman, Bruce | 6132 SNY |
| 7580 | Montegrico, James | 243 BGH | 7214 | Savey, Kelli | 214 ALL | 7967 | Walter, Gwen | 230-D MWC | | | |
| 7399 | Moore, Diann | 6142 SNY | 7147 | Saylor, Annette | 222 BGH | 7964 | Watts, Ann | 230-B MWC | | | |
| 7916 | Moore, Kim | 231-B GSC | 7286 | Sechrest, Joe | 410-B PIE | 7234 | Weaver, Cindy | 106 ALL | | | |
| 7393 | Moore, Mary | CAR ANX | 7737 | Sexton, Gloria | 111 WC | 7264 | Webb, Linda | 6008 SNY | | | |
| 7476 | Moore, Mike | CAR ANX | 7575 | Shallua, Lucas | 525 TEC | 7222 | Weber, Kim | 539 TEC | | | |
| 7569 | Moore, Sharon | 227 BGH | 7303 | Shanks, Lacy | HK | 7956 | Wenner, Ellen | 118-A2 MWC | | | |
| 7478 | Moretz, Andy | 168 ALL | 7177 | Shelton, Ron | 448-B ALL | 7491 | West, Wilma | 224 MAINT | | | |
| 7572 | Morgan, Tammy | 251 ALL | 7970 | Shepherd, Tom | 205 MWC | 7335 | Weyrich, Sandra | 123 ALL | | | |
| 7296 | Morris, Matt | 534 TEC | 7427 | Sheppard, Perry | 302-A BGH | 7414 | Whisenhunt, Jannette | 110 BGH | | | |
| 5HC | Morris, Pauline | 631-1326 | 7957 | Shields, Sheila | 118-A1 MWC | 7448 | Whisenhunt, Rhonda | 176 ALL | | | |
| 7613 | Moses, Santhony | 231 ALL | 7183 | Shoaf, Don | W202 BGH | 7471 | Whitaker, Gwen | 106 ALL | | | |
| 7207 | Mounce, Dianne | 429 ALL | 7282 | Shumate, Stormy | 6105 SNY | 7438 | White, Linda | 330-B BGH | | | |
| 7711 | Murphy, Juanita | 4 WC | 7156 | Sieswerda, Eliza | 150 ALL | 3213 | White, Tammy | 344 ALL | 4SC | 4 th Street Small Business Center | (336) 631-1320 |
| 7462 | Mutton, Rick | 522 TEC | 7446 | Silverman, Cheri | 6004-C SNY | 7422 | Wiggins, Cindy | 302-B BGH | 5HC | Forsyth Tech Hispanic Center | (336) 631-1326 |
| 7229 | Neas, Jan | 112 ARD | 7303 | Simpson, Donna | HK | 7493 | Wilder, Bill | 317 FOR | 5SC | 5 th Street Library Center | (336) 631-1325 |
| 7275 | Nelson, Jeannie | 62 WC | 7330 | Simpson, Anita | 748-4670 | 7398 | Williams, Ann | MAINT | BPC | BioNetwork Pharmaceutical Center | (336) 748-4670 |
| 7627 | Nuckolls, Melanie | 224 ALL | 7901 | Sineath, Alice | 259 HAU | 7303 | Williams, Leola | HK | GSC | Swisher Center | 7903 |
| 7612 | Oakley, Tonya | 215 BGH | 7322 | Smart, Robert | MAINT | 7455 | Williams, Michelle | 506 TEC | MWC | Mazie S. Woodruff Center | 7950 |
| 7303 | O'Neal, Pamela | HK | 7617 | Smith, Elaine | 103 TEC | 7608 | Williams, Shawna | 449 ALL | NBH | WFU Baptist Medical Center | (336) 713-8039 |
| 7303 | O'Neal, Willie Jr. | HK | 7527 | Smith, Rod | 108 CAR | 7727 | Williams, Tracey | 56 WC | BPC | BioNetwork Pharmaceutical Center | (336) 748-4670 |
| 7303 | O'Neal, Willie Jr. | HK | 7188 | Smith, Teresa | W206 BGH | 7974 | Wilson, Almara | 202-C MWC | PTR | Piedmont Triad Research Park | (336) 748-4670 |
| 7412 | Overman, Jan | 106 BGH | 7279 | Southern, Tony | 303-A SAL | 7706 | Wilson, Renee | 106 WC | SCy | Stokes County Center | (336) 593-2482 |
| 3701 | Page, Emmett | 34-B WC | 7322 | Sperber, Frank | MAINT | 7239 | Wilson, Van | 160 ALL | SCW | Stokes County-Walnut Cove | (336) 817-5069 |
| 7288 | Paradis, April | 127 ALL | 7303 | Spillman, Sandra | HK | 7417 | Wimbish, Janice | 251 BGH | WC | West Campus | 7718 |
| 7387 | Parker, Carol | 410 TEC | 7315 | Squire, Annette | 127 ALL | 7182 | Winebarger, Conley | 501 TEC | | | |
| 7409 | Pearce, Chris | 408 TEC | 7906 | Stafford, Suzanne | 108-A GSC | 7733 | Winnigham, Sonora | 63 WC | | | |
| 7905 | Peck, Edgar | 230-E GSC | 7567 | Stainbrook, Eric | 567 TEC | 7255 | Wood, Lorraine | 120 ALL | | | |
| 7322 | Pennell, Steve | MAINT | 7679 | Stanley, Shannon | 4 WC | 0 | Wood, Nelda | 176 ALL | | | |
| 7716 | Perez, Rafael | 103 WC | 7708 | Stanley, Smith, Lisa | 346 ALL | 7243 | Woodward, Jamie | CAR ANX | | | |
| 4SC | Perry, Nell | 631-1321 | 7456 | Stanhly, Smith, Lisa | 346 ALL | 7345 | Wooten, Toni | 404 ALL | | | |
| 7406 | Petree, Robin | 302-A SAL | 7304 | Stephens, Ed | 406 ALL | 7434 | Worley, Ernestine | 231 BGH | | | |
| 7236 | Phelps, Susan | 6002 SNY | 7431 | Stevens, Jessica | 223 BGH | 7919 | Yates, Janet | 231-D GSC | | | |
| 7464 | Pinnix, Allen | 510 TEC | 4SC | Stinson, Tamara | 631-1167 | 7224 | Yevin, Bernie | 181 HAU | | | |
| 7407 | Polanis, Marcia | 208-C HAU | 7534 | Stoltz, Herb | 136 CAR | 7915 | Yokeley, Rick | 118-A1 GSC | | | |
| 7589 | Pope, Bonnie | 213 BGH | 7611 | Stoval, Pam | 204 HAU | 7359 | Young, Loren | 127 ALL | | | |
| 7440 | Prevette, JoAnne | 217 BGH | 7549 | Stowe, Chris | 408 ALL | 7965 | Young, Phygenia | 230-C MWC | | | |
| 7523 | Pritchard, Bernyce | 204 BGH | 7267 | Stowers, Renee | 534 TEC | 7180 | Yurko, Linda | 200 BGH | | | |
| 7460 | Pritchard, Debbie | 340 ALL | 3208 | Strickland, Sherry | W211 BGH | 7907 | Zink, Amy | 230-B GSC | | | |
| 7337 | Queen, Garland | 323 HAU | 7254 | Suggs, Sandra | 121 ALL | | | | | | |
| 7375 | Quesenberry, Amy | 219 ALL | 3205 | Suften, Jeff | 305-A SAL | | | | | | |
| 7317 | Quesenberry, Scot | 207 MAINT | 7208 | Swain, Cathy | 256 ALL | | | | | | |
| 7167 | Ray, Deana | 258-B HAU | 7779 | Swain, Mike | 33 WC | | | | | | |
| 7651 | Read, Russ | 218 BGH | 7306 | Swenson, Ed | 6140 SNY | | | | | | |
| 7275 | Redfield, Kristin | 559 TEC | 7516 | Tatum, Bettie | 219 MAINT | | | | | | |
| 7466 | Reeves, Derrick | 106 CAR | 7178 | Taylor, Debbie | W207 BGH | | | | | | |
| 7474 | Reid, Patricia | 6202 SNY | 7463 | Teague, Scott | 6002-A SNY | | | | | | |
| | Richardson, Margaret | 106 ALL | | | | | | | | | |

OFFICE LOCATION KEY - See pages 33-34 for maps.

MAIN CAMPUS LOCATIONS (336) 723-0371

| | |
|---------|--|
| ALL | Allman Center |
| ARD | Ardmore Hall |
| BGH | Bob Greene Hall |
| CAR | Carolina Building |
| CAR ANX | Carolina Annex |
| FOR | Forsyth Building |
| HAU | Hauser Hall |
| HK | Housekeeping |
| MAINT | Maintenance Building |
| PIE | Piedmont Building |
| PKY | Parkway Building |
| SAL | Salem Building |
| SNY | Snyder Hall |
| TEC | Technology and Student Services Building |
| WIN | Winston Building |

CAMPUS EMERGENCY 7325

| | |
|-------------------------------------|--------------|
| Employee Assistance Program | 800-633-3353 |
| West Campus Registration | 761-1002 |
| School Closings (Inclement Weather) | 723-0371 |

Admissions

Transfer Credit

Applicants who have attended other post-secondary institutions may transfer credits in courses comparable in content, objective, quality and credit hours to those offered at Forsyth Tech. In addition, all veterans or active duty military can receive physical education credit upon receipt of the necessary documentation. When granting a transfer credit is in question, the student may be asked for supporting documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. The college transfer technician, dean of enrollment services and the appropriate academic dean, in consultation with the appropriate department chairperson, will recommend to the vice president of instruction who will then make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chairperson responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician in the Admissions Office during the student's first semester of enrollment. If a student disagrees with the transfer credit granted, he/she should send a written request for re-evaluation to the dean of enrollment services. After consulting

with the division dean, the college transfer technician will notify the student of the final decision on transfer credit to be granted.

Academics

Academic Advising

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently-enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students may see an academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees. Students may register for or drop courses on these days.

Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned and the cumulative GPA for the semester.

Transcripts reflecting students' complete academic record at Forsyth Tech are maintained

in the Records Office. Students may come to the office and complete a **Transcript Request Form**, they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended and where the transcript should be sent or they may complete the request on the college Web site. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the transcript will note this procedure and any receiving party will determine its acceptance as official. Students must pay a charge of \$2 for each transcript. **All official documents become the property of the college.**

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

Graduation Requirements

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their program.

A candidate for an associate degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to program. Students should refer to the course requirements for their program to determine if all requirements have been met and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year, each program publicizes a program of study for students admitted in that specific year. Students will graduate under the

course requirements that are applicable at the time they enroll in a program if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their program are also admitted to the new program under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma or certificate at the time of their last semester registration. **Intent to Graduate Forms** are available in the Records Office, Room 106 (1st Floor), Allman Center, Main Campus, the Cashier's Office (2nd Floor), Allman Center, Main Campus or at each of the centers. A \$10 non-refundable graduation fee must be paid at the time the form is filed.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A **Drop Form** may be obtained in the Records Office, Room 106 or Counseling and Career Services, Room 164 (1st Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the **Drop Form** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the **Drop Form** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a **Drop Form** and notifying their instructor(s), academic advisor, Records Office or Counseling and Career Services of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school, either permanently or temporarily, should withdraw officially. Students are responsible for completing a **Drop Form** and for notifying their instructors, academic advisors, Records Office or Counseling and Career Services of the decision to withdraw. Veterans and financial aid recipients must notify Student Financial Services if they discontinue enrollment.

[illegible]

(Student Withdrawals continued)

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to, student records.

1. Students may review their educational records by making a written request to the director of records/registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Development Services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.

5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published.

6. Authorities with court orders are permitted to review records in the presence of Student Development Services' administrative staff. This section covers academic policies effective at the time of this catalog's publication.

Students Rights to Privacy Statement

Forsyth Tech does not publish or distribute student information or any personally identifiable information in accordance with the Family Rights to Privacy Act.

In compliance with the Solomon Amendment, the college releases the following information to any branch of the Armed Services upon their request

- student's name, address, telephone number, age and program of study.

The college also publishes the names of graduates in the commencement program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published. Information may also be released to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Please contact the director of Records/Registrar at 734-7314 if you have any additional questions.

Course Attempt Rule (Course Repeat)

Students may not repeat a course either for credit or audit more than three times without permission of the appropriate dean. Grades of Withdrawal (W), Withdrawal Passing (WP), Withdrawal Failing (WF) or Audit (Y) will be considered as an attempt regarding this policy.

If students withdraw from or fail any course in their program of study, they must repeat the course; otherwise, they cannot receive a degree, diploma or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may take a course at another college to meet graduation requirements as long as doing so does not violate the minimum number of courses that must be completed at Forsyth Technical Community College. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students' permission to enroll in a course after three attempts. A log will be maintained in each academic dean's office documenting approval for each student attempting a course four or more times.

Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

| Number Grade | Letter | Description Equivalent | Quality Points Per Grade Hr. |
|--------------------|--------|------------------------|------------------------------|
| 94-100 | A | Excellent | 4 |
| 86-93 | B | Good | 3 |
| 78-85 | C | Fair | 2 |
| 70-77 | D | Passing | 1 |
| Below 70 | F | Failing | 0 |
| Satisfactory | S | Passing | 0 |
| Unsatisfactory | U | Failing | 0 |
| Withdrawal | W | | |
| Withdrawal Passing | WP | | |
| Withdrawal Failing | WF | | |
| Incomplete | I | | |
| Audit | Y | | |
| Course Transferred | TR | | |
| Credit Granted or | | | |
| Passed Proficiency | CR | | |

Grades A, B, C, D, F, and WF* compute in grade point average (GPA).

* "WF" is computed as an "F" in the grade point average.

Grades W, WP, I, S, Y, U, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course up to the **50 percent** point of the course.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 50 percent point of the course.

A grade of WF may be given at any time to a student if failure is a result of a violation of the code of conduct.

The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to

remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

Y - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The **Audit Request Form** is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (Y) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

(Grade Point Average continued)

Graduation Honors and Awards

Graduates in programs leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.

Semester Honors

Credit students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester. Credit students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a program. (This excludes students in special credit and certificate programs.)
2. Must earn their GPA on a minimum of 9 credit hours of credit courses.
3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Attendance

Forsyth Tech regards class lectures, demonstrations and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory or clinical experience) sessions that meet for two or more hours or
3. three hours of class and one practicum (shop, laboratory or clinical experience) session that meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session that meets consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

School Closing Due To Inclement Weather (Closing the College)

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or designated representative. A communication system has been established to inform staff personnel and all local news media when the decision is made to cancel certain classes or to close the college.

The guidelines listed below will be followed when classes are canceled due to inclement weather. All faculty and students may call the school or listen to radio announcements. When there is no announcement, there will be school.

When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 a.m. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.

When classes are canceled, only personnel required to deal with inclement weather will be required to be at the college. Any compensatory time will be determined by the appropriate administrator. All other full-time personnel will not be required to be at the college.

In accordance with current North Carolina Community College System guidelines, all part-time personnel will either 1) make-up the time/class missed for inclement weather and document the made-up time or 2) be docked for the period of time missed due to the college closing. The college reserves the right to schedule make-up classes based on the availability of make-up days. The appropriate administrator will make the final decision regarding time to be made-up.

A decision to cancel evening classes may be made at the same time as the cancellation of day classes or at any time prior to 5 p.m. of that day. This decision will apply to all evening classes regardless of location.

Early dismissal of day classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.

Early dismissal of evening and weekend classes because of inclement weather is the responsibility of the president or designated representative. All locations and classes will be notified when this decision is made.

When inclement weather develops, faculty and students should NOT call the administrative staff or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system by 6:30 a.m.

When a class is missed due to inclement weather, or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity to include extra class sessions, extended class sessions or other options. This activity is to be documented on the

Alternative Instructional Activities for Missed Classes form. The form is due to the dean within five (5) working days after the class is missed. **PLEASE LISTEN for ANNOUNCEMENTS from LOCAL RADIO and TV STATIONS.**

Academic Appeals (Concerning a Grade)

652 Academic Appeal - Revised 10/20/04
Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be

reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Brief factual explanation of why the student feels the grade is incorrect.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

For an appeal to be considered, the appropriate department chair must receive the letter of appeal no later than the third class day of the new semester.

Academic Standing/ Probation/Dismissal

To be in good academic standing, students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing.

Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. All students who do not earn the required GPA in the next semester will have their academic records reviewed by their respective division's academic review committee, which meets at the end of each semester. The committee may

- (a) reduce the number of credit hours the student will be allowed to carry,
- (b) require the student to repeat courses in which a low grade was earned or
- (c) dismiss the student from the program.

The student will be notified in writing of the committee's decision, and copies of the notice will be sent to the Records Office, the division dean and the student's faculty advisor.

The following options are available to students who are dismissed from their current program of study:

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 Labor Day Holiday NO CLASSES | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 SGC Meeting at 3 p.m.* | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 Last Day to Drop Without Penalty for Fall 2006 1 st 8-Week Classes | 19 Constitution and Citizenship Day - Auditorium, Ardmore Hall | 20 | 21 | 22 | 23 |
| 24 | 25 SGC Meeting at 3 p.m.* | 26 | 27 | 28 | 29 | 30 |

(Academic Standing/Probation/Dismissal continued)

- A student who is dismissed from a program of study is encouraged to see a counselor to discuss possible educational alternatives.
- A student who is dismissed from a program of study may be eligible to apply for and be admitted into another credit program of study offered by the college.
- A student who is dismissed from a program of study may re-apply for admission to that program.
- A student who has been dismissed from a program of study for academic reasons may not be eligible to continue to receive financial aid, depending upon the conditions of financial aid eligibility.

Appeals Process for Academic Standing/Probation/Dismissal

A student may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

Transfer to Four-Year Colleges and Universities

The Associate in Arts (A.A.) or Associate in Science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer program is designed to provide a quality educational experience equivalent to the first two years of a four-year college program. Students who have earned the degree of A.A. or A.S. can transfer to most public and private four-year institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information, visit the University of North Carolina system Web site:

http://www.ga.unc.edu/student_info/caa

The college transfer program enables students to prepare for virtually any area of major interest and requires a minimum of four semesters. Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. Technical-level credit earned in the Associate in Applied Science (A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit is not transferrable to four-year institutions.

The college has two-plus-two A.A.S. agreements with local colleges and universities. Students should contact the program coordinator for college transfer for information regarding these opportunities for transfer of credit to four-year institutions.

Counseling and Career Services maintains a library of four-year college and university catalogs. However, it is the responsibility of the student to contact the Admissions Office at the receiving institution for transfer information.

Tuition and Fees for Credit Students

All tuition and fees are due and payable at the Cashier's Office. The following methods of payment are available:

1. In person at the Cashier's Office (2nd Floor), Allman Center, Main Campus
2. Limited payment options and times are available at the Grady Swisher Center, Mazie Woodruff Center and the Stokes County Center.
3. Drop box located outside of the Cashier's Office (2nd Floor), Allman Center, Main Campus
4. Our Web site: <http://www.forsythtech.edu> (payment by VISA and MasterCard credit/debit cards only)
5. Telephone registration

Note: Methods 2, 3 and 4 may be subject to limited operation times during registration.

Students may pay by cash, certified checks, cashier's checks or VISA and MasterCard (credit/debit cards). Personal checks will be accepted only with a numbered ID that has a picture of the student (usually a valid driver's license). Third-party, out-of-state, business, starter, counter or credit card/debit checks will not be accepted.

No person may attend classes unless the registration procedure has been completed, all tuition and fees paid and all debts to the college settled. Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 16 credit hours.

Example:

| Hours Taken | In-State | Out-of-State |
|-------------|----------|--------------|
| 10 | \$395 | \$2,195 |
| 12 | \$474 | \$2,634 |
| 14 | \$553 | \$3,073 |
| 16+ | \$632 | \$3,512 |

Normal tuition rates apply to courses taken in the Learning Center. Supply fees are set to meet instructional needs in certain types of courses.

Some programs (credit) require a pre-admission physical examination that involves additional cost to the student.

North Carolina Residency Status

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

All applicants who are petitioning for in-state residency must complete a **Residency-and-**

Tuition Status Application Form for further consideration and appeal. This form is available in the Admissions or Records Office (1st Floor), Allman Center, Main Campus.

Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, **except** for self-supporting Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for credit courses.

Student Activity Fee

All program students are charged \$9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic teams and

student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog.

Lab Fees

Some selected courses charge a lab fee for supplies, software and materials. These fees range from \$15 to \$99.

Technology Fee

All program students are required to pay a technology fee each semester/term. The fee is \$10 for students enrolled in one to 11 credit hours and \$16 for students enrolled in 12 or more credit hours.

Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore (lower level), Technology and Student Services Building, Main Campus. The cost of books and supplies varies from program to program each semester. Students may wish to attend the first class before purchasing texts and materials. Books may be purchased online at:

<http://www.forsythtech.edu/students/bookstore.html>

Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for certain programs. Students should ask their department chairperson for details on these costs.

Other Fees

No laboratory breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

Graduation Fee

Graduating students pay a \$10 fee for each degree, diploma and/or certificate. A \$10 non-refundable fee will also be charged to adult high school graduates.

Transcript Fee

A \$2 fee is charged for each transcript requested.

Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period. A **Request for Proficiency Exam Form** (located in the dean's office(s)) must be completed and a \$10 non-refundable fee is charged for each proficiency exam.

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

| | | | | | | |
|-----------|--|---|---|---|---|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 Fall Festival 11 a.m. - 2 p.m. | 7 |
| 8 | 9 Fall Break NO CLASSES Faculty Work Day | 10 Fall Break NO CLASSES Faculty Work Day | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 Last Day to Drop Without Penalty for Fall 2006 Full Semester Last Day for Fall 2006 1 st 8-Week Classes Registration for Fall 2006 2 nd 8-Week Classes 8:30 a.m. - 7 p.m. Last Day to Apply for 100% Tuition Refund for Fall 2006 2 nd 8-Week Classes | 19 First Day of Fall 2006 2 nd 8-Week Classes | 20 | 21 |
| 22 | 23 SGC Meeting at 3 p.m.* | 24 Last Day to Apply for 75% Tuition Refund for Fall 2006 2 nd 8-Week Classes | 25 | 26 | 27 | 28 |
| 29 | 30 Advising Week for Spring 2007 Continuing Students 8:30 a.m. - 7 p.m. | 31 Advising Week for Spring 2007 Continuing Students 8:30 a.m. - 7 p.m. | | | | |

(Other Fees continued)

Liability Insurance for Health

Students

All health students must purchase annual liability insurance before engaging in lab or clinical practice. The cost for the insurance varies according to the credit program and insurance carrier. Annual liability insurance coverage runs from fall semester to the next fall semester. Liability insurance fees are not prorated. Therefore, health students who enter or re-enter during a semester other than fall will pay the annual fee currently in effect.

Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office (2nd Floor), Allman Center, Main Campus.

Students planning to park on campus are required to purchase a \$10 parking permit/decal at the time of registration. **This fee is not refundable. Parking permits are valid from July 1 to August 31 the following year.**

Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the *Student Handbook*.

Student Financial Services

General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs and loans. Students who realize they will not be able to meet college expenses should take the early initiative in seeking financial assistance.

Students may apply for financial aid annually by completing the **Free Application for Federal**

Student Aid (FAFSA), which is available after

January 1 of each year for the following academic year. Students may apply at <http://www.fafsa.ed.gov> or by obtaining an application from Student Financial Services, Allman Center, Main Campus. Forsyth Tech's school code is 005317, and must be listed on the FAFSA. About three weeks after submitting the FAFSA application either by mail or online, students and Student Financial Services will receive a Student Aid Report (SAR) from the federal processor. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than March 15th preceding the academic year for which aid is requested. Applications submitted after March 15th will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated. Financial aid will not be awarded to any student until all admissions requirements are met for students to receive approval in an eligible program. Therefore, students should apply for admission upon completion of the FAFSA.

Most one- and two-year programs of study are eligible for financial aid. Students enrolled in certain certificate programs, the developmental education program or as special credit are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for financial assistance.

Refund Policy - Financial Aid

Students receiving financial aid are responsible for being familiar with the information found in the *College Catalog* regarding tuition refund guidelines. Also, students receiving federal financial aid are subject to the Return of Title IV Funds Policy, as described below.

Student Services and Support Services

Counseling and Career Services

Counseling and Career Services (1st Floor), Allman Center, Main Campus maintains a professional staff that is available both days and evenings to assist with academic, personal, career and

employment issues. Assistance is provided to facilitate appropriate choices and necessary adjustments associated with being a student and making a successful transition into the work place.

Counselors serve as consultants to faculty and staff in helping to meet the educational needs of students. A student experiencing academic or personal difficulties may meet with a counselor. Students needing additional services may be referred to appropriate community agencies or resource persons.

The counseling staff adheres to the ethical standards of the American Counseling Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others, if students disclose that they are involved in certain illegal activities or under subpoena by court.

Career exploration and planning assistance is provided to help individuals identify career goals. Group intake sessions evaluate the needs of participants using a variety of inventories to help explore interest areas. Follow-up appointments provide personalized information. In addition, occupational information is available to assist in exploration of career options. Other sources of helpful information in such areas as career/employment, mental health and educational planning are available under Counseling and Career Services at <http://www.forsythtech.edu>.

Students and alumni who register with Career Services have access to job listings received from Triad employers.

In addition, Career Services sponsors job fairs, career days and on-campus interviews. The director provides employment assistance to individual students and alumni in writing resumes, cover letters and interview preparation. Handouts and resource materials on job-search and job market information are available in the Career Services Office. Classroom and community presentations on resumes, cover letters, interviews and other job search topics are conducted by the office's director. For distance learners, instructions for writing an effective resume can be found on the Student Services' Web site at:

[http://www.forsythtech.edu/
student/index.html](http://www.forsythtech.edu/student/index.html)

Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Disability Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

If you are a student with a disability and require the services of interpreters, readers, notetakers or need other reasonable accommodations, you have the responsibility to request these services from the Disability Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in Room 113, (1st Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Disability Services Office. Documentation must be current. Information provided by a student is voluntary and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the disability specialist at (336) 734-7155. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment with the disability specialist is required to discuss individual accommodations.

Also, the college has a telecommunications device for the deaf (TDD/TTY). The number is (336) 723-3411.

Shugart Women's Center at Forsyth Tech

Mission

The overall mission of the Shugart Women's Center (SWC) is to promote the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes.

THINGS TO DO:

~~NO WEEK-END~~

No Week-end ed.
of Wall St. Jr
Mon Nov 13

* SGC meetings are held in the SGC
Conference Room, 1st Floor, Technology and
Student Services Building, Main Campus.

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|---|---|---|--|---|---|---|----------|
| | | | | 1 Advising Week for Spring 2007 Continuing Students 8:30 a.m. - 7 p.m. | 2 Advising Week for Spring 2007 Continuing Students 8:30 a.m. - 7 p.m. | 3 Advising Week for Spring 2007 Continuing Students 8:30 a.m. - Noon | 4 |
| 5 | 6 Block Registration for Spring 2007 Continuing Students in Designated Programs of Study | 7 Block Registration for Spring 2007 Continuing Students in Designated Programs of Study | 8 Telephone Registration for Spring 2007 Continuing Students Begins at 8 a.m. | 9 Telephone Registration for Spring 2007 Continuing Students | 10 Telephone Registration for Spring 2007 Continuing Students | 11 Telephone Registration for Spring 2007 Continuing Students | |
| 12 Telephone Registration for Spring 2007 Continuing Students | 13 No * Week-end Registration for Spring 2007 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2007 Continuing Students SGC Meeting at 3 p.m. | 14 Registration for Spring 2007 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2007 Continuing Students | 15 Registration for Spring 2007 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2007 Continuing Students Last Day to Drop Without Penalty for Fall 2006 2 nd 8-Week Classes | 16 Registration for Spring 2007 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2007 Continuing Students | 17 Telephone Registration for Spring 2007 Continuing Students | 18 Telephone Registration for Spring 2007 Continuing Students | |
| 19 Telephone Registration for Spring 2007 Continuing Students | 20 Telephone Registration for Spring 2007 Continuing Students | 21 Telephone Registration for Spring 2007 Continuing Students | 22 Faculty Work Day NO CLASSES Telephone Registration for Spring 2007 Continuing Students | 23 Thanksgiving Holiday NO CLASSES Telephone Registration for Spring 2007 Continuing Students | 24 Thanksgiving Holiday NO CLASSES Telephone Registration for Spring 2007 Continuing Students | 25 NO SATURDAY CLASSES Telephone Registration for Spring 2007 Continuing Students | |
| 26 Telephone Registration for Spring 2007 Continuing Students | 27 Telephone Registration for Spring 2007 Continuing Students SGC Meeting at 3 p.m. | 28 Telephone Registration for Spring 2007 Continuing Students | 29 Telephone Registration for Spring 2007 Continuing Students Ends at Noon (Resumes Dec. 1) | 30 | | | |

(Shugart Women's Center Mission continued)

About the Center

Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, intervention and prevention and student family support services. Our comfortable lounge, library resource area, administrative staff and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs that are offered through the center include:

- **Counseling and Referrals** - The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs. Some organizations that collaborate with the SWC to provide counseling or other services are:
 - Battered Women's Services
 - Department of Public Health
 - Department of Social Services (DSS)
 - Experiment in Self-Reliance (ESR)
 - Family Services, Inc.
 - Forsyth Tech (various departmental services)
 - Hope Ridge Behavioral Health Center
 - Housing Authority of Winston-Salem
 - Job Link
 - North Carolina Council for Women
 - Winston-Salem/Forsyth County Council on the Status of Women
- **Library** - The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study, or just relax. The area may also be utilized for small group meetings. A computer with Internet access is also available for students needing to complete assignments or do research.

- **Workshops and Displays** - Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff of Forsyth Tech.

- **Enhancement Center** - The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information about this program, contact the Shugart Women's Center (2nd floor), Hauser Hall, Main Campus at (336) 734-7280.

Student Success Center

The Student Success Center provides advising services for students as they work to attain their academic and career goals. The center provides information regarding campus resources and academic programs and offers orientation and advising sessions to help students achieve their academic and career goals.

Library

The Library's collection includes more than 39,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, the student will not be permitted to register and the student's record will be sealed. Members of the library staff are always available to help students locate and use the library resources. Internet access and NCLive are available to library users.

Located on the 1st floor of Ardmore Hall, Main Campus, the library is open Monday through Thursday from 7:30 a.m. until 9 p.m. and on Friday from 7:30 a.m. until 3 p.m.; Saturday hours are from 9 a.m. to noon, except during the summer term.

Learning Center

Located on the 1st floor of Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

Tutoring Services - Tutoring services offer

several methods for helping students who are having academic difficulties. Tutoring is done one-on-one or in small group sessions two to three times a week by tutors, primarily fellow students, who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills. The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

Computers for Writing Papers - The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

An additional computer lab, located in Room 246, Hauser Hall, Main Campus is available providing support to the students of the Business Information Technologies Division. For more information on the Business Information Technology lab call (336) 734-7571.

Placement Test Preparation - Most people entering Forsyth Tech are required to take the placement test. To help these future students, the Learning Center offers worksheets, practice tests and tips on test taking. This service is especially helpful for people returning to school after a long absence.

Services for Instructors - The Learning Center has several services for instructors. The center can administer make-up tests for instructors whose students miss a test; it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act (ADA).

Bookstore

Forsyth Tech operates two college bookstores as a service to students, faculty and staff. The Main Campus Bookstore (1st floor), Technology Student Services Building, Main Campus offers a full line of traditional college store merchandise, including textbooks, school supplies and other course-related material, plus first-quality backpacks, emblematic apparel, Forsyth Tech gift items and educationally priced computer

software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate and continuing education, adult basic skills, English as a second language and other West Campus programs.

The Bookstore stocks as many used texts as possible at the beginning of each semester and students have the opportunity to sell their used books at the end of each semester. With receipt, credit students may receive full refunds for course books during the first 10 class days only.

Corporate & Continuing Education textbooks may be returned, with receipt, for full refunds prior to the first day of class.

Hours of operation of the two college bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech Bookstore Web site at:

<http://www.forsytech.edu/students/bookstore.html>

Book Return Policy

- Last day of returns: 10th class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.
- New books with names written inside will be refunded at used book price, even if the course is canceled.

Health Services

Limited health services are provided through the Public Safety Office. First aid supplies are located in shop areas; however, injuries requiring more than minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an emergency. Emergency calls should be directed to Counseling and Career Services, Public Safety Office or appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name

THINGS TO DO:

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

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and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

The policy of Forsyth Tech is not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Educational Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.

Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops and auditoriums.
- Animals are prohibited inside the buildings (except for seeing eye dogs for the visually impaired). Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law (City Code Ordinance chapter 6-16 Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas or on campus grounds.

Student Code of Conduct

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibility of Forsyth Tech or deemed to be in violation of any of the

provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Development Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the

student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of

Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private

Property

A student shall not intentionally, willfully

or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice,

THINGS TO DO:

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|---|--|--|------------------------------|--|
| | 1 New Year's Holiday NO CLASSES | 2 Faculty Work Day | 3 Faculty Work Day | 4 Faculty Work Day | 5 Faculty Work Day | 6 Late Registration for Spring 2007 8:30 a.m. - Noon |
| 7 | 8 Late Registration for Spring 2007 8:30 a.m. -7 p.m. | 9 Late Registration for Spring 2007 8:30 a.m. -7 p.m. Payment Deadline 7 p.m. Last Day to Apply for 100% Tuition Refund Spring 2007 | 10 First Day of Spring 2007 Classes Drop/Add 8:30 a.m. - 7 p.m. | 11 Drop/Add 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m. | 12 | 13 |
| 14 | 15 Martin Luther King Holiday NO CLASSES | 16 Last Day to Apply for 75% Tuition Refund for Spring 2007 1 st 8-Week Classes | 17 Martin Luther King Jr. Celebration 11 a.m. - 1 p.m. - Auditorium, Ardmore Hall, Main Campus | 18 | 19 | 20 |
| 21 | 22 Last Day to Apply for 75% Tuition Refund for Spring 2007 Full Semester SGC Meeting at 3 p.m.* | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery and Related Offenses

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior

permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in canteen areas or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other college property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones and other electronic devices while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary action will be taken.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the student code of conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.

B. Warning - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

C. Disciplinary Probation - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.

D. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

E. Suspension - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

F. Dismissal or Expulsion - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of program development for consideration for re-admission.

G. Other - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

THINGS TO DO:

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-------------------------------------|-----------|--|-----------|---|-----------|
| | | | | 1 | 2 Deadline to file Intent-to-Graduate form for December 2006, May 2007 and July 2007. | 3 |
| 4 | 5 | 6 | 7 Last Day to Drop Without Penalty for Spring 2007 1 st 8-Week Classes | 8 | 9 | 10 |
| 11 | 12 SGC Meeting at 3 p.m.* | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 SGC Meeting at 3 p.m.* | 27 | 28 | | | |

(Sexual Harassment Policy continued)

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the vice president of Student Development Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the vice president of Student Development Services. The vice president of Instructional Services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the vice president of Student Development Services, who will promptly investigate the complaint and make a decision regarding warning, suspension,

dismissal or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of Student Development Services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of student development services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of Student Development Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.

2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of Student Development Services.

5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Development Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Development Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.
3. The counseling staff will conduct drug, awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling and Career Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, Counseling and Career Services, instructors and other community resources to guide educational program development for students.

THINGS TO DO:

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension **7325** from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number. Upon receipt of a call, a public safety officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department may be contacted for assistance. Other staff of the college, such as the vice president of Student Development Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn public safety officer is on duty at all times regular classes are in session.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in

accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Tech is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
 3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.
- Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Development Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Student Life

Student Government Association

The Student Government Association (SGA) is composed of all current Forsyth Tech students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Constitution Day, Summer Splash, Martin Luther King Jr. Celebration, blood drives, leadership workshops and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or do advertising, student publications and other public information duties.

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences approximately twice a year. During the

conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

Alpha Mu Beta

Alpha Mu Beta (AMB) is the service fraternity of the Student Government Council (SGC). They are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. This group is proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed,

THINGS TO DO:

[illegible]

* SGC meetings are held in the SGC Conference Room, 1st Floor, Technology and Student Services Building, Main Campus.

yet disciplined, fellowship that encourages growth. AMB members have the opportunity to lead such events as the Angel Tree Project, Relay for Life and many other service projects for the benefit of the college and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council (SGC). This program allows students to have a tangible record of these efforts, which also indicates to the entire institution the work that is being done by members of the SGC. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager and Ronald McNair.

Membership Requirements

If you are interested in one of the student government programs, you must:

1. Maintain your cumulative grade point average (GPA).
 - AMB members are required to maintain a 3.0 GPA.
 - Student Government Council members must maintain a 2.5 GPA.
2. Complete and submit a Student Government Council Application, which can be obtained in the Student Activities Office, Room 124 (1st floor), Technology and Student Services Building, Main Campus.
 - "The Ambassadors" is another group of student leaders on campus. This group was established to perform specific duties such as lead campus tours, assist in registration and help in any other campus events as requested. Their services can be requested through Student Activities Center or by calling (336) 734-7326.

Interview Process

Students who apply for a position in the SGC must undergo an interview process. The program's advisor or a SGC representative will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation program can be obtained from the student government advisor.

Student Activities and Recreational Opportunities

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional and cultural involvement, as well as academics. Students are invited to come by Student Activities Office, Room 124 (1st floor), Technology and Student Services Building, Main Campus to find out more about what Forsyth Tech has to offer outside the classroom.

All credit students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

1. Graduation expenses are partially covered. It costs over \$25 per student to hold a graduation ceremony. Currently, students pay a graduation fee of \$10 for each diploma received.
2. Student activities and entertainment such as the Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, Constitution Day and Summer Splash are free to students.
3. Student publications such as the **Student Handbook** and the student newsletter **Technically Speaking** are available to all students.

The student newsletter, **Technically Speaking**, is published monthly. Students

can become involved in writing, photography, editing, desktop publishing, ad solicitation and paper distribution. A student who is interested in becoming a newsletter staff member or a freelance contributor to the publication should contact the Student Activities Office.

The purpose of the student newsletter is for students to prepare and organize a publication that benefits other students. The responsibility of the institution is to provide guidance to the students and funding for the printing of the newsletter. An English instructor serves as the advisor of the paper. Funding comes from the student activities budget. All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or of its students.

4. Intramural teams participate in coed basketball and volleyball. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues and ice skating are also offered every year to students at a greatly reduced price.

5. All Student Government Association expenses are paid out of student activity fee funds. Expenses include the student activities director's and secretary's salaries, supplies and materials for the Student Activities Office and all SGA printing expenses.

6. Attendance at SGC conferences is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

If you have questions regarding student activities, please contact the Student Activities Center, Room 124 (1st floor), Technology and Student Services Building, Main Campus or call (336) 734-7326 or (336) 734-7509 or visit:

<http://www.forsythtech.edu/studentactivities/>
studentactivities



Spring Fling is held each April and is free to the students. It provides a day of student activities, entertainment and food.

| | | | | | | |
|-----------|---|--|---|--|---|-----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 Last Day of Spring 2007 Classes | 8 Grade Posting Faculty Work Day NO CLASSES | 9 Faculty Work Day NO CLASSES | 10 Commencement Faculty Work Day NO CLASSES | 11 Faculty Work Day NO CLASSES | 12 |
| 13 | 14 Faculty Work Day NO CLASSES | 15 Late Registration for Summer 2007 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m. Last Day to Apply for 100% Tuition Refund for Summer 2007 | 16 First Day of Summer 2007 Classes Drop/Add for Summer 2007 8:30 a.m. - 7 p.m. | 17 Drop/Add for Summer 2007 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m. | 18 Last Day to Apply for 75% Tuition Refund for Summer 2007 1 st -5- Week Classes | 19 |
| 20 | 21 Last Day to Apply for 75% Tuition Refund for Summer 2007 Full Term | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 Memorial Day Holiday NO CLASSES | 29 | 30 | 31 | | |

Constitution

Forsyth Technical Community College Student Government Association

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this constitution with the approval of the president of Forsyth Technical Community College.

Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II: Objectives

- Section 1. To encourage an interest in our campus, college activities, and student body concerns.
- Section 2. To promote a mutual respect among the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAS, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAS.

Article III: Composition

- The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC interview committee. SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.
- Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee

- Section 2. Representatives shall maintain at least a 2.5 grade point average.
- Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.
- Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.
- Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.
- Section 6. The SAS shall be the senior advisor to the SGC.

Article IV: Meetings

- Section 1. The SGC will meet with the SAS on a bimonthly basis.
- Section 2. By majority vote, the SGC may elect to become inactive during summer term.
- Section 3. Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.
- Section 4. The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.
- Section 5. A two-thirds majority of the active membership shall constitute a quorum.
- Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

- Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC president and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.
- Section 8. Motions passed by the SGC shall be subject to review and remand by the SAS.

Article V: Duties

- Section 1. The president shall:
 - A. Call and preside at all SGC meetings.
 - B. Be a nonvoting member of Forsyth Technical Community College board of trustees, and attend all board meetings

- and as many committee meetings as possible. No delegate may be sent in the president's place.
 - C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
 - D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
 - E. Represent the SGC in all relations with school officials and with other institutions.
 - F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.
- The vice president shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.
 - B. Assume the duties of the president should the president resign.
 - C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.
 - D. Assist in all other areas as requested by the president.
- The secretary shall:
- A. Maintain and distribute the minutes of all meetings of the SGC.
 - B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.
 - C. Coordinate all incoming and outgoing correspondence.
 - D. Be responsible for reminding all representatives of meetings.
 - E. Assist in all other areas as requested by the president.

- The treasurer shall:
- A. Maintain the financial reports of the SGC.
 - B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.
 - C. Submit a financial report at all regular meetings of the SGC.
 - D. Serve as chairperson of the budget committee.
 - E. Assist in all other areas as requested by the president.

Section 5. The public information officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the Technically Speaking staff.
- C. Serve as chairperson on the poster and publicity committee.
- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

Section 6. The parliamentarian shall:

- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on parliamentary procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Shall chair the SGC interview committee

Section 7. All representatives, including those holding office, shall:

- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75 percent of all SGC projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a review committee. (See Article X, Section 4.)
- F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI: Committees

- Section 1. Standing committees shall include:

THINGS TO DO:

[illegible]

(Article VI: Committees continued)

- expeditiously as possible. The selection process shall be the same as for the composition of the SGC.
- Article VIII: Alpha Mu Beta Fraternity**
- Alpha Mu Beta (AMB) Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.
- Article IX: Grievance Procedures**
- Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninformed officer and SAS.
- Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.
- Article VII: Vacancies**
- Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.
- Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.
- Section 3. Vacancies of a member shall be filled as

impeachment by committing any one or combination of the following:

- Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
- Does not perform the duties as assigned in the constitution.
- Exhibits conduct unbecoming an SGC member.
- Academic probation by Forsyth Tech.

A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninformed officer or representative.

The SAS and the uninformed highest officer or representative, plus the SGC representative of longest tenure, will constitute the review committee.

The review committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the review committee may place the representative on probation or call for impeachment proceedings by the SGC.

The review committee must call a special meeting of the SGC for impeachment proceedings.

The impeachment proceedings will be held

as follows:

- Reason for dismissal will be read.
- The highest uninformed officer will substantiate the reason for dismissal.
- The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- A vote will be taken and the majority will rule.

Article XI: Amendments

Amendments to this constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII: By-Laws

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.



The Student Government Council (SGC) consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives.

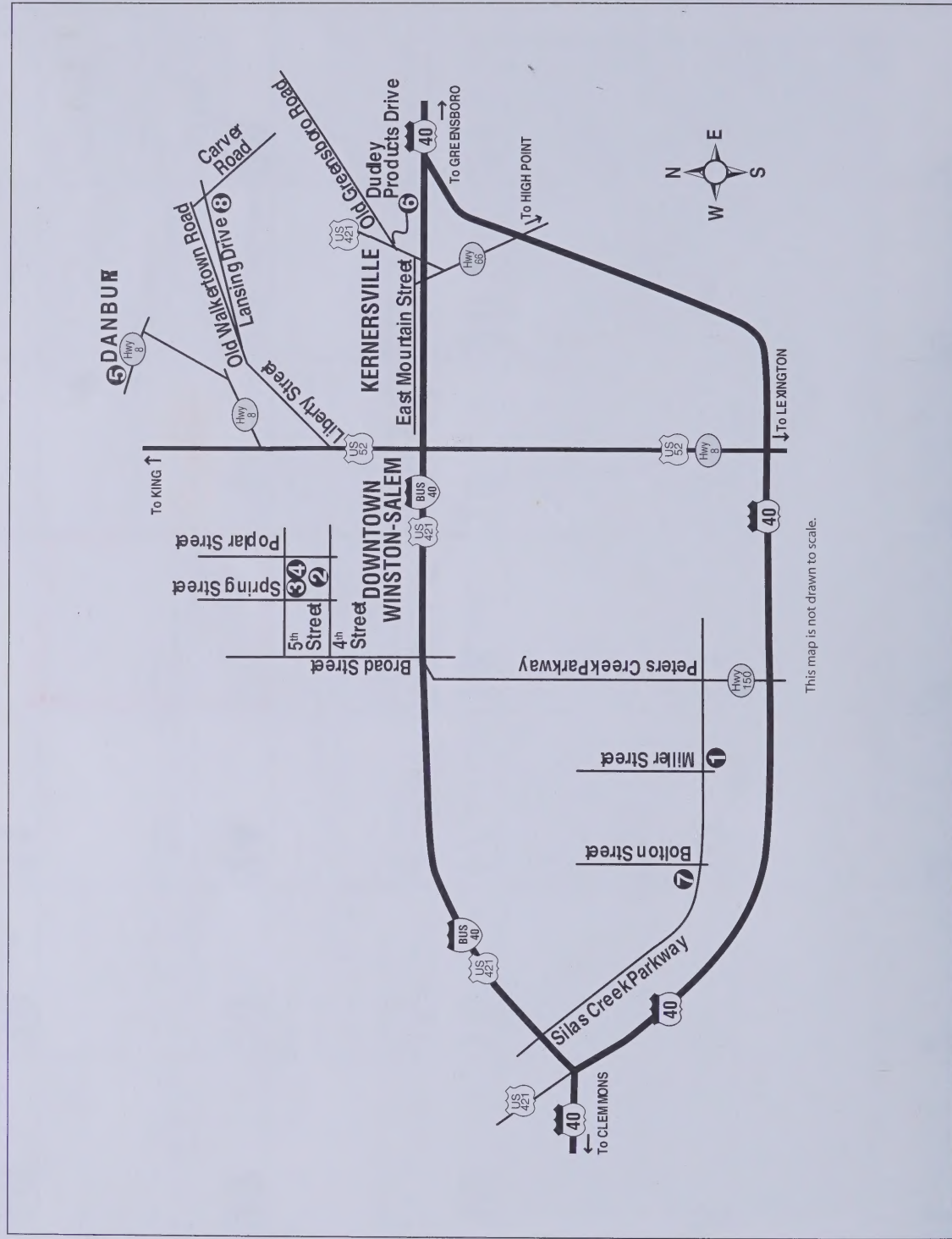
See the back cover for a list of student organizations and activities.

For more information about joining the Forsyth Technical Community College Student Government Council (see page 25), call (336) 734-7326 or (336) 734-7509, e-mail ewaddell@forsythtech.edu or drop by the Student Activities Center located on the 1st floor of the Technology and Student Services Building.

| | | | | | | |
|---|---|--|--|--|---|--|
| 1 | 2 Block Registration for Fall 2007 Continuing Students in Designated Programs of Study | 3 Block Registration for Fall 2007 Continuing Students in Designated Programs of Study | 4 Independence Day Holiday NO CLASSES | 5 | 6 | 7 |
| 8 | 9 Telephone Registration for Fall 2007 Continuing Students Begins at 8 a.m. | 10 Telephone Registration for Fall 2007 Continuing Students Last Day to Drop Without Penalty for Summer 2007 2 nd 5-Week Classes | 11 Telephone Registration for Fall 2007 Continuing Students | 12 Telephone Registration for Fall 2007 Continuing Students | 13 Telephone Registration for Fall 2007 Continuing Students | 14 Telephone Registration for Fall 2007 Continuing Students |
| 15 Telephone Registration for Fall 2007 Continuing Students | 16 Registration for New and Continuing Fall 2007 Students 8:30 a.m. - 7 p.m. Telephone Registration for Fall 2007 Continuing Students SGC Meeting at 3 p.m. | 17 Registration for New and Continuing Fall 2007 Students 8:30 a.m. - 7 p.m. Telephone Registration for Fall 2007 Continuing Students | 18 Registration for New and Continuing Fall 2007 Students 8:30 a.m. - 7 p.m. Telephone Registration for Fall 2007 Continuing Students | 19 Registration for New and Continuing Fall 2007 Students 8:30 a.m. - 7 p.m. Telephone Registration for Fall 2007 Continuing Students | 20 Telephone Registration for Fall 2007 Continuing Students | 21 Telephone Registration for Fall 2007 Continuing Students |
| 22 Telephone Registration for Fall 2007 Continuing Students | 23 Telephone Registration for Fall 2007 Continuing Students | 24 Telephone Registration for Fall 2007 Continuing Students | 25 Telephone Registration for Fall 2007 Continuing Students | 26 Last Day of Summer 2007 Classes Telephone Registration for Fall 2007 Continuing Students | 27 Grade Posting Telephone Registration for Fall 2007 Continuing Students Faculty Workday NO CLASSES | 28 NO CLASSES Telephone Registration for Fall 2007 Continuing Students Faculty Workday |
| 29 Telephone Registration for Fall 2007 Continuing Students | 30 NO CLASSES Telephone Registration for Fall 2007 Continuing Students Ends at Noon (Resumes Aug. 1) | 31 NO CLASSES | | | | |

Forsyth Technical Community College Campus and Center Locations

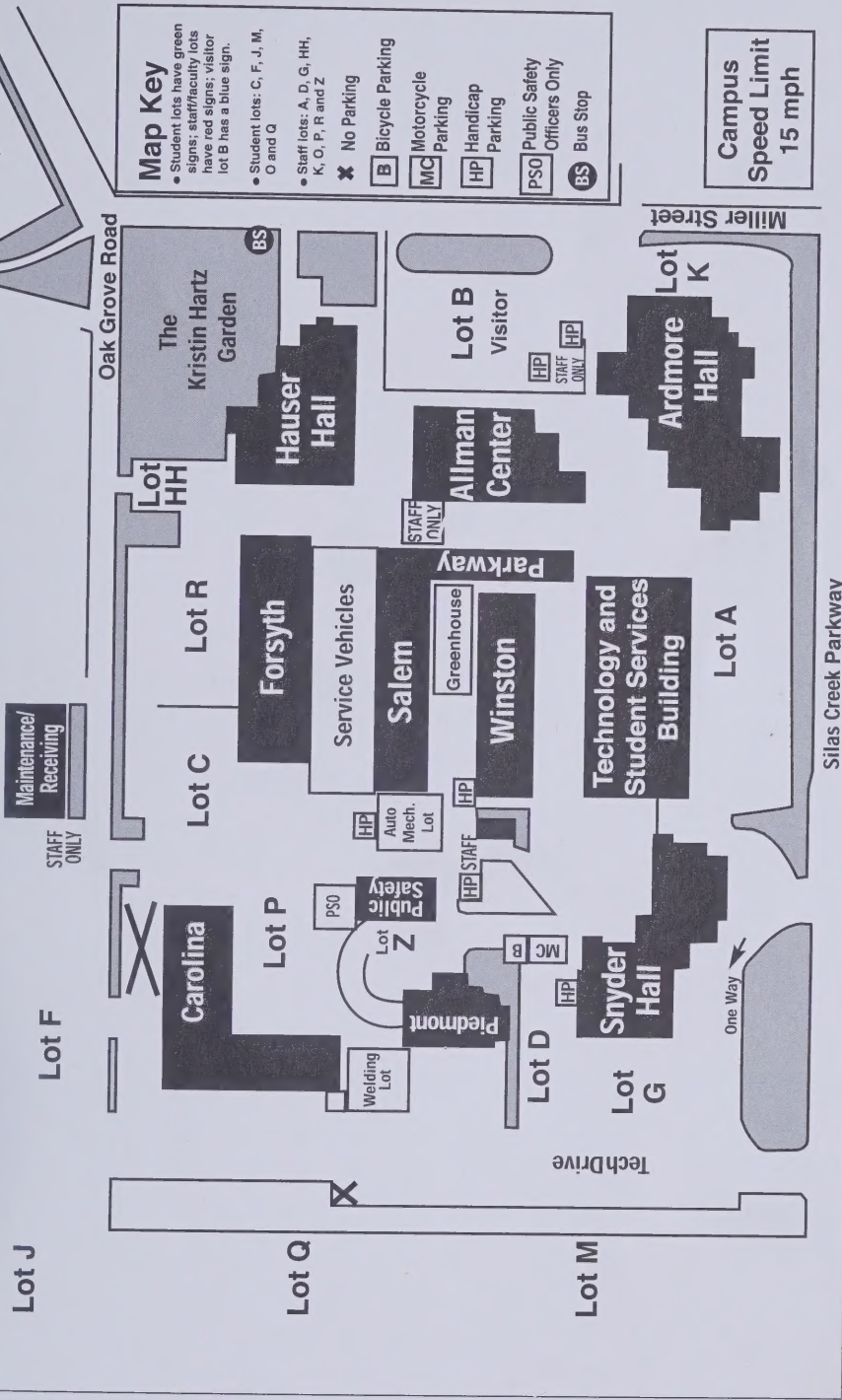
- **Main Campus**
2100 Silas Creek Parkway
Winston-Salem, N.C. 27103
(336) 723-0371
(Mailing address for all locations)
- **4th Street Small Business Center**
Chamber Building
601 West 4th Street
Winston-Salem, N.C.
(336) 631-1320
- **5th Street Library Center**
Forsyth County Public Library
660 West 5th Street
Winston-Salem, N.C.
(336) 631-1325
- **Forsyth Tech Hispanic Center**
Forsyth County Public Library
660 West 5th Street
Winston-Salem, N.C.
(336) 631-1326
Se habla español.
- **Stokes County Center**
1012 Main Street
Danbury, N.C.
(336) 593-2482
- **Grady P. Swisher Center**
1251 Dudley Products Drive
Kernersville, N.C.
(336) 734-7903
- **West Campus**
1300 Bolton Street
Winston-Salem, N.C.
(336) 761-1002
- **Mazie S. Woodruff Center**
4905 Lansing Drive
Winston-Salem, N.C.
(336) 734-7950



Forsyth Technical Community College

Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103

EDUCATION THAT WORKS ForsythTech COMMUNITY COLLEGE MAIN CAMPUS



- Allman Center**
- Admissions Office
 - Alumni Affairs & Special Events Office
 - Business Office
 - Career Guidance Center
 - Cashier's Office
 - Classrooms/Labs
 - Counseling and Career Services
 - Disability Services
 - Forsyth Tech Foundation
 - Grants Office
 - Human Resources Office
 - Information Desk
 - Information Systems Office
 - Institutional Advancement Office
 - Institutional Planning and Support Services Offices
 - James A. Rousseau II Minority Male Mentoring Program
 - Marketing & Public Relations Office
 - President's Office
 - Purchasing Office
 - Records Office
 - Recruiting/Minority Services Office
 - Student Financial Services
 - Testing Center

- Ardmore Hall**
- Audiovisual Services
 - Auditorium A & B
 - Classrooms
 - Distance Learning Center
 - Learning Center
 - Library

- Carolina Annex**
- Environmental Services Office
 - Public Safety Office

- Carolina Building**
- Classrooms/Shops

- Forsyth Building**
- Classrooms/Shops

- Greene Hall**
- Classrooms/Labs
 - Health Technologies Division Office

- Hauser Hall**
- Business Information Technologies Division Office
 - Classrooms/Labs
 - Faculty/Staff Service Center
 - Shugart Women's Center at Forsyth Tech
 - Tiger's Grill (Cafeteria)

- Maintenance/Receiving Building**
- Physical Plant
 - Shipping and Receiving

- Parkway Building**
- Classroom/Lab

- Piedmont Building**
- Classroom/Shops

- Salem Building**
- Classrooms/Shops

- Snyder Hall**
- Classrooms/Labs
 - Dental Education Clinic
 - Educational Partnerships
 - Research and Assessment Office

- Technology and Student Services Building**
- Arts and Sciences Division Office
 - Bookstore
 - Developmental Education Office
 - Instructional Services Office
 - Student Activities Center
 - Student Government Council Office
 - Thomas H. Davis /TEC Center
- Winston Building**
- Classrooms/Shops
 - Engineering Technologies Division Office

You are invited to join the Forsyth Technical Community College's Student Government Council and student organizations and participate in recreational activities. For more information call Eddie Waddell at (336) 734-7326 or Daisy Cutler at (336) 734-7509.

Student OrganizationsAdvisorPhoneE-mail

| | | | |
|--|-------------------------|----------------------|------------------------------|
| Architectural Technology Club | Herb Burns | (336) 734-7342 | hburns@forsythtech.edu |
| Association of Information Technology Professionals (AITP) | Elsie Pearce | (336) 734-7409 | epearce@forsythtech.edu |
| Campus Bible Fellowship | Sherraine McLean | (336) 734-7242 | smclean@forsythtech.edu |
| Distance Learning Club | Bill Burger | (336) 734-7311 | bburger@forsythtech.edu |
| Future Advocates for Children of Tomorrow (FACT) | Gwen Walter | (336) 734-7967 | gwalter@forsythtech.edu |
| Gospel Choir | Sherraine McLean | (336) 734-7242 | smclean@forsythtech.edu |
| Hispanic Student Association | Pauline Morris | (336) 631-8878 | pmorris@forsythtech.edu |
| Human Services Club | Shawn Ricks | (336) 734-7958 | snicks@forsythtech.edu |
| Journalism Club | Elaine Hage | (336) 734-7459 | ehage@forsythtech.edu |
| Paralegal Club | Michelle Williams | (336) 734-7455 | mwilliams@forsythtech.edu |
| Philosophical Society | Warren Hodges | (336) 734-7276 | whodges@forsythtech.edu |
| Sigma Theta Kappa (Criminal Justice Club) | James Fortuna | (336) 734-7454 | jfortuna@forsythtech.edu |
| Student Nurses Association (SNA) | Sylvia Haith | (336) 734-7396 | shaith@forsythtech.edu |
| Student Practical Nursing Association | Amy Quesenberry | (336) 734-7606 | aquesenberry@forsythtech.edu |
| Student Government Association | Kristie Baity | (336) 734-7908 | kbaity@forsythtech.edu |
| Phi Theta Kappa | Stormy Cross | (336) 734-7282 | scross@forsythtech.edu |
| Student Government Association | Susan Baker | (336) 734-7420 | sbaker@forsythtech.edu |
| Student Government Association | Yolanda Hilton | (336) 734-7435 | yhilton@forsythtech.edu |
| Student Government Association | Sharon Moore | (336) 734-7418 | smoore@forsythtech.edu |
| Student Government Association | Janice Wimbish | (336) 734-7417 | jwimbish@forsythtech.edu |

Student LeadershipAdvisorPhoneE-mail

| | | | |
|--------------------------------------|---------------------------|----------------------|---------------------------|
| Ambassadors | Eddie Waddell | (336) 734-7326 | ewaddell@forsythtech.edu |
| Alpha Mu Beta | Eddie Waddell | (336) 734-7326 | ewaddell@forsythtech.edu |
| Flight Line Program | Eddie Waddell | (336) 734-7326 | ewaddell@forsythtech.edu |
| Phi Theta Kappa | Jane Cline | (336) 734-7402 | jcline@forsythtech.edu |
| Student Government Association | Maryanna Richardson | (336) 734-7174 | mrichards@forsythtech.edu |
| Student Government Association | Eddie Waddell | (336) 734-7326 | ewaddell@forsythtech.edu |

RecreationAdvisor/CoachPhoneE-mail

| | | | |
|------------------------|---------------------|----------------------|--------------------------|
| Bowling League | Barry Lawing | (336) 734-7461 | blawing@forsythtech.edu |
| Golf Tournaments | Barry Lawing | (336) 734-7461 | blawing@forsythtech.edu |
| Intramurals | Eddie Waddell | (336) 734-7326 | ewaddell@forsythtech.edu |



An Equal Opportunity Educational Institution

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's degrees, diplomas and certificates.

15,000 copies of this public document were printed with student activity funds by authority of the Student Government Association at a cost of \$9,236 or 62¢ per copy.
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